

Information regarding food trucks at an internal Wesleyan event

Bon Appetit, in partnership with Wesleyan University, runs a food truck on campus, weather permitting. You should always check with Bon Appetit to see if they can provide the food truck at your event (for a fee) before considering utilizing another food truck.

UPDATED POLICY (1/2024)

If you would like a food truck at your event and the Wesleyan Food Truck is not available, the following steps must be followed to determine if your event can invite an off campus truck to your event:

- A written request must be submitted through email to the Director of Auxiliary Services at least three weeks prior to the event date with all pertinent information (Space reservation number, anticipated number of attendees). Email dining@wesleyan.edu.

- Event organizers must be members of the University community and must provide a university Cost Center that will be charged if there are any damages. No other form of payment is acceptable.

- Select a truck from the approved list of Food Trucks provided to you by the Director of Auxiliary Services; only trucks from list will be approved to be on campus. There is a list of eight approved food trucks who are licensed to operate within the City of Middletown. You will be provided with this list once you make the initial contact with the Director of Auxiliary Services.

- Contact the approved truck and make arrangements. You must obtain a copy of a recent health inspection with a grade of 90 or better, a copy of their operating license and a university contract. (located at <https://www.wesleyan.edu/generalcounsel/forms.html>). Use the facilities use form. Both parties must sign the form before the event commences.

- Circle back to the Director of Auxiliary Services with the Food Truck information, which will then be added to your EMS reservation.

- It is highly recommended that trucks place plywood under their vehicle to insure no leaks occur on University Property. If they do not and there are damages, the sponsoring organization will be charged.

- The University cannot stop other food trucks from parking on city streets if they are in legal spaces and have the appropriate city permit.

-When considering whether or not food trucks may be a viable option for an event, departments and student organizations should consider that food trucks can only take cash or credit. They do not take meal plan points or middletown cash. This may mean that members of our community may not be able to fully participate in an event if they do not have the means to purchase food from the truck.